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21 October 1993

# ORGANIZATION MANUAL

A description of the
functions and organization of

## THE DEPARTMENT OF PUBLIC INFORMATION

SECRETARY-GENERAL'S BULLETIN

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ST/SGB/Organization
Section: DPI/Rev.1
21 October 1993

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: DEPARTMENT OF PUBLIC INFORMATION

1. This bulletin describes the current organization and functions of the Department of Public Information.

2. Document ST/SGB/Organization/DPI of 2 November 1987 is hereby superseded.

Boutros BOUTROS-GHALI

# DEPARTMENT OF PUBLIC INFORMATION

## *I. An overview*

*The Department of Public Information was established by General Assembly resolution 13 (1) of 13 February 1946 in pursuance of the recommendations of the Preparatory Commission of the United Nations. The title "Department" was changed to "Office" in 1958. In 1978, however, the title "Department" was restored. The mandate of the Department is* ***to promote to the greatest possible extent an informed understanding of the work and the purposes of the United Nations among the peoples of the world.***

## *II. Overall responsibility*

*Establishes policies and procedures for, and coordinates the provision of, public information services in the United Nations as a whole;*

*Plans, programmes and coordinates information activities related to the priority issues and special events of the United Nations in consultation with the departments and offices concerned;*

*Provides the public, through media organizations and other channels, with timely information about the activities of the United Nations;*

*Produces information materials related to the work and purposes of the United Nations for timely distribution to widest possible audiences in all regions through the news media, non-governmental organizations, electronic information exchange networks, information centres and other channels;*

*Operates a network of information centres and services around the world to conduct outreach activities and to promote understanding and advocacy of United Nations concerns among Governments, the media, United Nations Associations, non-governmental organizations, educational institutions and the general public;*

*Establishes and develops relations with non-governmental organizations and educational institutions for the purpose of disseminating information about the United Nations;*

*Makes available information and documentation on the United Nations to representatives of the media and other organizations interested in the work of the Organization;*

*Provides communications services to the Secretary-General and senior Secretariat officials;*

*Coordinates publishing policies, and manages the publications programme of the United Nations through the Publications Board;*

*Enlists support and cooperation from external organizations for public information activities;*

*Collects, maintains and manages for reference and archival purposes documents of the United Nations;*

*Provides library services with the view to enhancing further the outreach potential of the United Nations;*

*Follows trends in public opinion and assesses the image of the United Nations in the major fields of its activities;*

*Encourages and promotes teaching about the United Nations.*

## *III. Organizational elements and their functions*

### ASSISTANT SECRETARY-GENERAL

The Assistant Secretary-General performs functions common to all heads of major units and, in addition, performs the following:

Directs the development of United Nations public information strategies and policies;

Promotes coordination and cooperation within the United Nations system for public information activities, in particular through the Joint United Nations Information Committee;

Undertakes special assignments as directed by the Secretary-General, such as chairing the Publications Board.

### A. Office of the Assistant Secretary-General

Assists the Assistant Secretary-General in the formulation of policies and the management of the Department;

Provides support to the Assistant Secretary-General, including speech-writing services, organization of meetings and official visits;

Provides secretariat services to the Committee on Information and assists in the provision of secretariat services to the Special Political and Decolonization Committee (Fourth Committee)[1/] on agenda items pertaining to questions relating to information;

Provides secretariat services to the Joint United Nations Information Committee;

Provides secretariat services to the Publications Board;

Represents the United Nations on matters pertaining to publications policy at the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

**A.1 Executive Office**

Coordinates the preparation of the documents for planning, programme budgeting and related reports on administrative, budgetary, financial and personnel matters, oversees the administrative requirements and coordinates the technological innovation programme of the Department.

**A.1.1 Human Resources Management Unit**

Develops and monitors human resources management strategies, and provides, in cooperation with the Office of Human Resources Management, personnel-related services and coordinates staff management relations.

**A.1.2 Budget, Finance and General Services Unit**

Monitors and controls financial and budgetary aspects including expenditures and revenues related to the activities of the Department.

**A.2 Programme Evaluation and Communications Research Unit**

Develops and implements techniques to evaluate the effectiveness of the Department's public information programmes, resulting in concrete, implementable recommendations on improving the effectiveness of programmes and information materials;

Provides, in cooperation with the Central Evaluation Unit, guidance on and coordination for the conduct of self-evaluation exercises within the Department;

Monitors programme performance of the Department at the output level in relation to the commitments of the Programme Budget and prepares reports to both the Central Monitoring Unit and respective intergovernmental bodies;

Conducts periodic analysis of media coverage.

## 1. OFFICE OF THE SPOKESMAN FOR THE SECRETARY-GENERAL

The Office of the Spokesman for the Secretary-General is headed by a Director who, in addition to the general management responsibilities, represents the Secretary-General and the Organization in their relations with the media. In the discharge of this function, the head of the Office is assisted by a Deputy Spokesman for the Secretary-General. Under the supervision by the Director, the Office:

Provides ongoing advice and support to the Secretary-General and senior Secretariat officials regarding communications with the press and the public;

Works with the Office of the Secretary-General to develop appropriate plans for the Secretary-General's media-related activities;

Develops and provides channels to facilitate the Secretary-General's public information initiatives to enhance knowledge about the understanding of the United Nations;

Conducts daily briefings for correspondents and members of permanent and observer missions, and speaks on behalf of the Secretary-General and the United Nations to media representatives accredited at Headquarters and others.

### 1.1 News Distribution Section

Prepares a collection of daily and weekly press clippings as well as political information bulletins for the Secretary-General and senior officials.

### 1.2 Documents Distribution Unit

Distributes press releases and documents to accredited correspondents.

## 2. MEDIA DIVISION

The Division is headed by a Director who, in addition to general management responsibilities:

Plans and manages the production and distribution of information materials, including press releases, news bulletins and radio, photo and TV coverage, as well as feature and magazine material on radio, video and print;

Provides services to accredited correspondents and to broadcasting organizations covering United Nations activities both at Headquarters and in the field.

### 2.1 News Coverage Service

Issues press releases, news bulletins and weekly summaries of activities and events.

#### 2.1.1 Meetings Coverage Section

Provides daily coverage of meetings and other United Nations activities in English and French as the two working languages of the Secretariat;

Writes notes on the briefings of the Spokesman for the Secretary-General, as well as on other Secretariat briefings and delegation press conferences;

Edits and reissues press releases produced by United Nations information centres and services, specialized agencies and other offices of the United Nations system;

Provides texts of the Secretary-General's speeches and statements, as well as information on his official travel;

Issues biographies of new permanent representatives and high-level Secretariat officials;

Prepares the round-up of General Assembly resolutions in the official languages of the United Nations.

### 2.1.2 Central News Section

Prepares and issues the daily highlights and news bulletins for both radio and print on selected activities of the United Nations of interest to international news agencies;

Prepares and issues weekly news summaries of activities and events at the United Nations, including a weekly round-up for radio organizations.

## 2.2 Radio and Video Service

Prepares radio and video programmes, maintains audiovisual production libraries and provides television news coverage as well as technical support to external broadcasters and photographic coverage of United Nations activities.

### 2.2.1 Radio Section

#### 2.2.1.1 Central Programmes Unit
#### 2.2.1.2 Regional Programmes Units

Produces, for the widest possible distribution, radio programmes in the official and other languages on activities of the United Nations, taking into account international and regional interests as well as mandated areas of priority themes before the Organization.

### 2.2.2 Anti-Apartheid Radio Section

Produces, for the widest possible distribution, radio programmes on international efforts towards the total eradication of apartheid and support for the establishment of a united, non-racial and democratic South Africa, and on related matters of interest to the peoples of southern Africa.

### 2.2.3 Video Section

Provides, for the widest possible distribution, video programmes and documentaries on the activities of mandated areas both at Headquarters and in the field, and television features on priority themes before the Organization.

## 2.3 Television and Audiovisual Production Section

### 2.3.1 Television News and Production Facilities Unit

Provides television news coverage of United Nations activities at Headquarters;

Provides technical support to external broadcasters and to United Nations radio and television producers;

Controls and maintains radio and television studios and equipment.

### 2.3.2 Photo Unit

Provides photographic coverage of United Nations activities at Headquarters and in the field.

### 2.3.3 Audiovisual Production Libraries Unit

Develops and manages two production libraries for audiovisual materials produced or acquired by the Department:

The audio-materials library provides audio recordings of official United Nations meetings and press conferences at Headquarters, radio feeds received from the field and sound effects to United Nations radio officers and accredited correspondents.

The visual materials library assists film and video producers in the research of visual materials, and provides video materials on official United Nations meetings held at Headquarters and stock footage shots in the field to broadcasters, producers and other users.

## 2.4 Media Accreditation and Liaison Unit

Provides accreditation, liaison, facilities and general assistance as required to all media representatives at Headquarters and major United Nations conferences away from Headquarters;

Maintains permanent presence at all media activities at Headquarters.

## 2.5 Promotion and Distribution of Audiovisual Materials Unit

Promotes and distributes United Nations material through United Nations offices and other channels;

Identifies new markets, users and technology, inter alia, through participation in international trade fairs;

Manages orders and other marketing activities related to audiovisual materials.

## 3. LIBRARY AND PUBLICATIONS DIVISION

The Division is headed by a Director who, in addition to the general management responsibilities:

Directs the development of policies on the work programme of the Dag Hammarskjold Library with the view to enhancing its outreach potential;

Develops policies and strategies on the production of recurrent publications with the aim to promote priority themes;

Serves as Executive Secretary of the Publications Board.[2/]

### 3.1 Dag Hammarskjold Library

Plans the Library's work programme and monitors its implementation;

Develops library policies, coordinates with United Nations libraries away from Headquarters and cooperates with them and other libraries within the United Nations system of agencies and programmes on projects and activities of mutual interest;

Maintains liaison with the United Nations depository libraries[3/] and advises the Publications Board on related matters;

Coordinates the public outreach activities of the Library.

#### 3.1.1 Systems Development Unit

Introduces technological innovations into the library operations and services and cooperates with the Electronic Services Division in systems development for application of computer technology to library operations and services;

Participates, as required, in the formulation of library management policies.

### 3.1.2 User Services Section

Provides reference and Selective Dissemination of Information (SDI) services and prepares bibliographies, etc.;

Develops, acquires and manages the collections of documents of the United Nations, specialized agencies and the League of Nations.

Maintains the library collections and provides loan services and other users' services;

Participates in the formulation of library management policies;

Participates in the formulation of collection development/management policies;

Participates, as required, in systems development for application of computer technology to library operations and services.

#### 3.1.2.1 Reference Units (United Nations and Specialized Agencies Collection Reference Desk, External Collection Reference Desk, Legal Library, Map Library and Statistical Library)

Provides reference and information services on documents and publications relating to the United Nations and specialized agencies, as well as external (non-United Nations) materials, using both conventional tools and on-line access to United Nations and commercial databases;

Provides specialized reference services on legal, statistical and cartographic subjects;

Provides training in the use of Dag Hammarskjold Library databases;

Develops and manages Dag Hammarskjold Library reference resource collections;

Identifies periodical articles and other information sources for inclusion in Dag Hammarskjold Library databases and/or SDI services;

Compiles indexes to selected United Nations legal publications;

Compiles ad hoc bibliographies, as requested;

Provides interlibrary loan and electronic documents delivery services;

Participates, as required, in the formulation of collection development/management policies.

Participates, as required, in systems development for application of computer technology to library operations and services.

**3.1.2.2 Collection Unit**

Acquires all United Nations documents and selected specialized agencies materials;

Drafts collection development policies for specialized agencies;

Develops and manages the collections of documents of the United Nations, specialized agencies and the League of Nations;

Maintains United Nations, specialized agencies, League of Nations and external collections;

Prepares United Nations materials for binding and microfiching;

Provides binding service for other related collections;

Provides circulation, photocopying and documents delivery services;

Services the Periodicals Reading Room;

Manages the stacks;

Participates, as required, in the formulation of collection development/management policies for external collections;

Participates, as required, in systems development for application of computer technology to library operations and services.

### 3.1.3 United Nations Materials Technical Services Section

Provides primary bibliographic control of the documents and publications issued by the United Nations;

Prepares bibliographic descriptions of documents and publications of the United Nations and enters these data into computer-based files;

Prepares subject analysis of documents and publications of the United Nations and enters these data into computer-based files;

Compiles indexes to United Nations documents, resolutions and other special publications printed from computer-based files;

Compiles indexes to proceedings of the General Assembly, Security Council, Economic and Social Council and Trusteeship Council from computer-based files;

Maintains and updates computer-based bibliographic, factual, full-text and thesaurus files for the United Nations Bibliographic Information System (UNBIS), including UNBIS PLUS on CD-ROM, and for the on-line retrieval system;

Exercises control over the thesaurus files for input into computer-based files;

Represents the Dag Hammarskjold Library in the Working Committee of the Publications Board;

Participates in the formulation of library management policies;

Participates, as required, in the formulation of collection development/management policies;

Participates, as required, in systems development for application of computer technology to library operations and services.

### 3.1.4 External Materials Technical Services Section

Drafts collection development/management policies for the external collections;

Selects information resources for external non-specialized collections;

Coordinates acquisition, de-acquisition and retention policies and the selection of external information resources;

Develops, acquires and catalogues the external collections;

Advises on the establishment and/or management of new and existing departmental reference collections in the Secretariat, coordinates their activities/services with those of the Dag Hammarskjold Library and trains staff in the Library operations and services;

Participates in the formulation of Library management policies;

Participates, as required, in systems development for application of computer technology to Library operations and services.

**3.1.4.1 Acquisition Unit**

Acquires for the Dag Hammarksjold Library and other units within the United Nations documents of governmental, intergovernmental and non-governmental organizations, as well as commercially published books, serials and other library material through purchase, gift and exchange;

Maintains control over disbursements under budgetary allocations;

Participates in the formulation of collection development/management policies;

Participates, as required, in systems development for application of computer technology to library operations and services.

**3.1.4.2 Cataloguing Unit**

Prepares bibliographic descriptions and subject analyses of monographs, serials and selected serial articles and specialized agencies' materials and enters these data into computer-based files;

Maintains and updates computer-based bibliographic files for the United Nations Bibliographic Information System (UNBIS) and for the on-line retrieval system;

Exercises control over the authority files for input into computer-based files;

Participates in the formulation of collection development/management policies;

Participates, as required, in systems development for application of computer technology to library operations and services.

**3.2 Publications Service**

Administers and manages the United Nations publications programme authorized by the Publications Board;

Provides graphic design and cartographic support;

Prepares and produces the recurrent publications Yearbook of the United Nations, UN Chronicle and Development Business;

Makes arrangements with external publishers for the production and dissemination of United Nations publications.

**3.2.1 Yearbook Section**

Plans and manages, in close cooperation with contributing departments, offices and specialized agencies, the production of the Yearbook of the United Nations, the major reference work covering the activities of the United Nations and its common system;

Undertakes research, prepares, drafts and edits manuscripts, and finalizes copy preparation and layout for print.

**3.2.2 UN Chronicle Section**

Plans, manages and produces the UN Chronicle, the official magazine of the Organization, covering action by political and other legislative bodies of the United Nations and the common system;

Prepares, drafts and edits manuscripts, undertakes data and photo research and finalizes copy preparation and layout for print.

### 3.2.3 Development Business Section

Plans, manages and produces Development Business, a twice-monthly publication on international procurement opportunities, as a service to development banks, Member States and the public;

Provides subscribers with access to an on-line computer service for project information.

### 3.2.4 Design Section

Provides design, layout and artwork for publications, documents, and promotional materials;

Develops signature styles for campaigns, events, conferences;

Designs logos, exhibitions, promotional items;

Provides advice on formats, design and support to author departments and offices producing documents and publications.

### 3.2.5 Production and Coordination Section

Plans and manages all internal, external printing and related services in close cooperation with author departments, the Office of Conference Services and the Office of General Services;

Advises departments on printing costs, technical quality and new developments in the printing industry;

Coordinates the implementation of the publications programme.

### 3.2.6 Cartographic Section

Provides objective cartographic authority for the Organization;

Conducts geographic research and formulates and applies cartographic standards;

Prepares original maps and charts for United Nations documentation and publications and provides editorial, technical and advisory services.

### 3.2.7 External Publications Unit

Arranges for the publication and dissemination of United Nations publications and materials, in print and electronic format, by external publishers in various languages.

## 4. PROMOTION AND EXTERNAL RELATIONS DIVISION

The Promotion and External Relations Division is headed by a Director who, in addition to general management responsibilities:

Develops and implements strategies and policies for the promotion of United Nations themes, programmes, special events and activities on priority issues before the Organization;

Establishes information and communication strategies on priority issues in cooperation with substantive departments;

Develops thematic promotion programmes and information components for peace-keeping and other political missions, including the estimation of resource requirements;

Provides overall policy, strategy as well as operational guidance to information centres, services, and other information offices in the field, including involvement in the development of overall organizational strategies for the unified field presence of organizations belonging to the United Nations system;

Maintains contacts with permanent missions in the assessment of, and in other matters pertaining to, information centres, services and information offices in the field;

Develops and formulates, in cooperation with other offices and United Nations agencies, a cohesive and clear United Nations message and develops outreach programmes to non-governmental organizations, United Nations Associations and other institutions;

Cooperates with other organizations of the United Nations system as well as external sources in producing and disseminating information products;

Serves as Secretary of the Joint United Nations Information Committee and as a member of the Non-Governmental Liaison Service, the United Nations system-wide programme to facilitate and strengthen relations with non-governmental organizations.

### 4.1 Policy and Information Service

Develops and formulates information strategies on political, developmental and humanitarian issues of priority to the United Nations;

Develops and produces information materials such as backgrounders, fact sheets, features, booklets and newsletters;

Liaises with important target audiences, including opinion- and policy-makers;

Advises substantive departments and offices of the Secretariat and the United Nations system on information strategies.

#### 4.1.1 Peace and Security Section

Develops information materials and programmes related to peace and security;

Develops information materials for peace-keeping activities, and liaises with and provides information support to information components of peace-keeping and other political missions in consultation with the Department of Peace-Keeping Operations and relevant units within the Department of Political Affairs;

Undertakes outreach efforts to the news media and other constituencies in the field of peace and security.

#### 4.1.2 Development and Human Rights Section

Develops information materials to promote the work of the United Nations on human rights, the environment and sustainable development, humanitarian assistance, natural disasters, women and economic and social development issues;

Assists in designing and implementing public information programmes in support of major United Nations events, decades and international years in the field of development and human rights, coordinates departmental and related system-wide information projects and undertakes media outreach efforts.

#### 4.1.3 Anti-Apartheid, Palestine and Decolonization Section

Develops information materials and carries out public information activities relating to the United Nations role in the field of decolonization and the

international campaign against apartheid;

Coordinates, in conjunction with the Planning and Promotion Service, public information activities relating to the United Nations role on the question of Palestine and other issues under the Section's jurisdiction.

**4.1.4 Africa Section**

Plans, manages and produces Africa Recovery, a quarterly magazine promoting awareness of the critical economic situation in Africa;

Produces, as required, various publications including briefing papers, pamphlets and press kits related to Africa Recovery;

Organizes journalists' tours to African countries, arranges briefings on relevant topics, organizes major media coverage of United Nations initiatives, provides speakers for international, national and regional conferences on Africa;

Provides support services to United Nations agencies, programmes, bodies and other units in publicizing issues related to African concerns for economic recovery.

**4.1.5 Editorial Section**

Exercises editorial control over all information products of the Division;

Provides editorial services to the thematic programmes sections, including editorial assistance and arrangements for printing and publishing services;

Plans and manages the United Nations system-wide features service.

**4.2 Planning and Promotion Service**

Plans and organizes promotional initiatives, and information strategies related to major United Nations conferences, special events and activities on priority issues;

Develops and implements targeted public information campaigns to stimulate dialogue on United Nations themes;

Develops and implements strategies to enhance cooperation within the United Nations system and external institutions through such partners as non-governmental organizations, parliamentarians, religious groups, media organizations and academic

institutions in delivering a cohesive United Nations message.

**4.2.1 Planning and Special Programmes Section**

Undertakes overall planning for information programmes on major United Nations conferences and missions liaising with relevant units of the Department and other partners;

Develops information programmes for special events and special observances related to priority issues before the Organization;

Develops institutional ties with external partners for effective advocacy on priority issues and concerns of the Organization;

Develops educational programmes for children, students and educators.

**4.2.2 Exhibits Unit**

Plans, coordinates and produces, largely with outside partners, exhibits on United Nations priority issues;

Coordinates with other services production of exhibits both by the Department and other United Nations offices;

The Chief of Unit serves as Secretary of the United Nations Exhibits Committee.

**4.2.3 Non-Governmental Organizations Section**

Plans, organizes and coordinates public information programmes with non-governmental organizations worldwide;

Provides accreditation for and briefings to representatives of non-governmental organizations.

**4.2.4 Public Services Section**

**4.2.4.1 Guided Tours Unit**

Conducts guided tours at Headquarters.

#### 4.2.4.2 Group Programme and Community Liaison Unit

Promotes and organizes programmes for educational institutions and media organizations;

Coordinates cultural activities at Headquarters' public areas;

Operates a speakers' bureau providing Secretariat speakers both at Headquarters and externally.

#### 4.2.4.3 Public Inquiries Unit

Responds to requests for information about the United Nations and provides basic information materials.

### 4.3 External Relations Service

Undertakes outreach efforts through a worldwide network of information centres, services and other information offices, and provides policy guidelines and directives for programme planning as well as information and administrative support;

Undertakes reviews of the infrastructure of the network of field offices and of areas serviced by centres, and endeavours to consolidate resources with other United Nations offices and agencies in the field;

Oversees the work, activities and staffing of centres, services and other information offices;

Acts as the focal point for communications between Headquarters and information offices in the field;

Coordinates the collaboration of centres with offices of United Nations programmes and agencies in the field;

Encourages and plans cooperation with United Nations Associations for the promotion of United Nations themes and special events on priority issues before the Organization.

#### 4.3.1 Information Centres Programme Section

Provides United Nations information centres with policy directives, programme guidelines and tailored information;

Provides the United Nations information services at Addis Ababa, Amman, Bangkok, Geneva, Santiago and Vienna with programme guidelines;

Provides United Nations information centres and other information offices in the field with guidelines and information support for programme activities in partnership with United Nations Associations, to promote understanding and advocacy of United Nations priority issues;

Monitors the work programme and activities of United Nations information centres, United Nations information services and information offices or information components of interim offices, and provides analysis of information received;

Directs the work of the regional desks responsible for providing information centres with policy guidance on substantive operational matters, procedures and administrative questions;

Compiles and analyses information on such activities, reports results and coordinates their work in relation to other divisions and relevant departments;

Maintains and updates the operating manual containing instructions, standards and guidelines for the operation of United Nations information centres;

Plans and organizes regional meetings of centre directors and develops and provides training programmes for centre directors, information assistants and reference assistants.

### 4.3.2 Centres Administrative Unit

Supervises the daily operations and administration of the United Nations information centres in terms of staffing and budget resources.

### 4.3.3 Dissemination Unit

Disseminates United Nations information materials to Member States, media, United Nations agencies, United Nations information centres and information services, other information offices or information components and certain non-governmental organizations;

Endeavours to develop user-friendly and cost-effective electronic information exchange systems for the widest possible dissemination of United Nations information materials;

Develops, maintains and supports electronic mail, fax and telex systems of the Department, and is responsible for the maintenance of its information retrieval system and other computer-based information systems;

Maintains central mailing lists of governmental and non-governmental organizations, media organizations and potential redisseminators.

### 4.3.4 Information Centres and Services[4]

Maintain a close working relationship with governmental information and other relevant offices, services, United Nations Associations, national and local media, non-governmental organizations and educational institutions to promote the awareness of priority issues of and garner support for the United Nations;

Organize public affairs activities such as seminars, speeches, news conferences and briefings;

Provide Headquarters and other United Nations agencies with analysis of media coverage of major developments in the country;

Operate reference libraries carrying documentation and audiovisual materials from the United Nations and its system of agencies and programmes and promote joint activities with other United Nations agencies and programmes;

Arrange for the translation and adaptation of information materials into local languages;

Conduct the necessary activities for designated United Nations observances and days;

Conduct, in accordance with policies set by Headquarters, guided tours of United Nations premises, as appropriate.

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## Notes

1/ Beginning with the forty-eighth session of the General Assembly, the Special Political Committee and the Fourth Committee were merged, to form the Special Political and Decolonization Committee (Fourth Committee) (General Assembly resolution 47/233 of 17 August 1993).

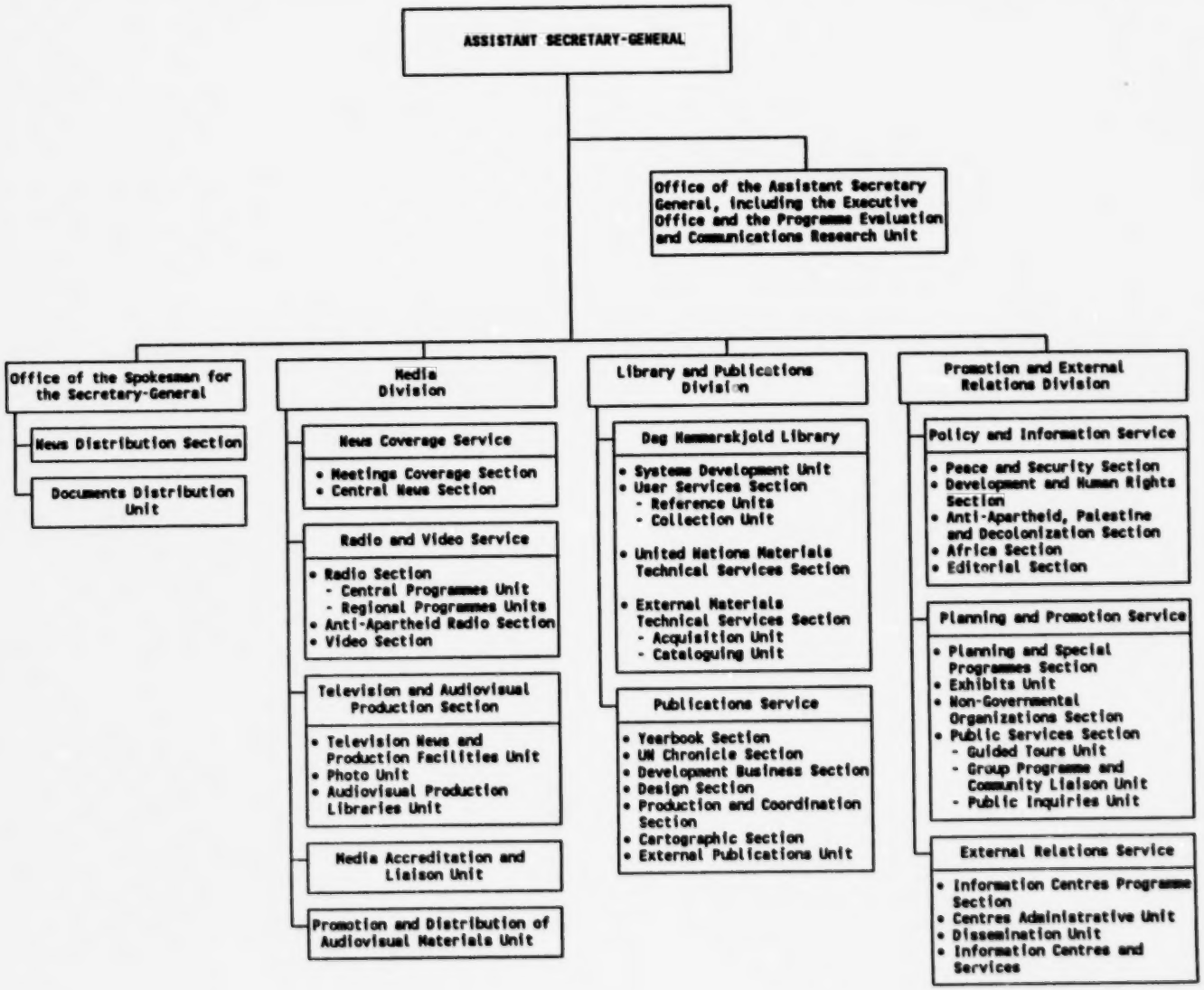
2/ Effective 1 July 1994.

3/ As of 1 October 1993, there were 327 depository libraries in 133 countries.

4/ As of 2 July 1993, there were 66 United Nations information centres and information services throughout the world. They are located in: Accra, Addis Ababa, Algiers, Amman, Ankara, Antananarivo, Asuncion, Athens, Bangkok, Beirut, Brazzaville, Brussels, Bucharest, Buenos Aires, Bujumbura, Cairo, Colombo, Copenhagen, Dakar, Dar-es-Salaam, Dhaka, Geneva, Harare, Islamabad, Jakarta, Kabul, Kathmandu, Khartoum, Kinshasa, Lagos, La Paz, Lima, Lisbon, Lome, London, Lusaka, Madrid, Managua, Manama, Manila, Maseru, Mexico City, Moscow, Nairobi, New Delhi, Ouagadougou, Panama City, Paris, Port-of-Spain, Prague, Rabat, Rio de Janeiro, Rome, San Salvador, Santa Fe de Bogota, Santiago, Sydney, Teheran, Tokyo, Tripoli, Tunis, Vienna, Washington, D.C., Windhoek, Yangon, Yaounde.

The Department has been strengthening its cooperation with field offices of the United Nations Development Programme (UNDP) and other members of the United Nations system. In particular, the operations of certain information centres have been integrated with those of UNDP field offices, with the UNDP Resident Representative serving as the full-time Director of United Nations information centres under the management and supervision of the Department of Public Information.

# ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT OF PUBLIC INFORMATION


ASSISTANT SECRETARY-GENERAL
Office of the Assistant Secretary General, including the Executive Office and the Programme Evaluation and Communications Research Unit
Office of the Spokesman for the Secretary-General
News Distribution Section
Documents Distribution Unit
Media Division
News Coverage Service
• Meetings Coverage Section
• Central News Section
Radio and Video Service
• Radio Section
- Central Programmes Unit
- Regional Programmes Units
• Anti-Apartheid Radio Section
• Video Section
Television and Audiovisual Production Section
• Television News and Production Facilities Unit
• Photo Unit
• Audiovisual Production Libraries Unit
Media Accreditation and Liaison Unit
Promotion and Distribution of Audiovisual Materials Unit
Library and Publications Division
Dag Hammarskjold Library
• Systems Development Unit
• User Services Section
- Reference Units
- Collection Unit
• United Nations Materials Technical Services Section
• External Materials Technical Services Section
- Acquisition Unit
- Cataloguing Unit
Publications Service
• Yearbook Section
• UN Chronicle Section
• Development Business Section
• Design Section
• Production and Coordination Section
• Cartographic Section
• External Publications Unit
Promotion and External Relations Division
Policy and Information Service
• Peace and Security Section
• Development and Human Rights Section
• Anti-Apartheid, Palestine and Decolonization Section
• Africa Section
• Editorial Section
Planning and Promotion Service
• Planning and Special Programmes Section
• Exhibits Unit
• Non-Governmental Organizations Section
• Public Services Section
- Guided Tours Unit
- Group Programme and Community Liaison Unit
- Public Inquiries Unit
External Relations Service
• Information Centres Programme Section
• Centres Administrative Unit
• Dissemination Unit
• Information Centres and Services